

## Creating a PDF

### Notice

For audits with fiscal years ending in 2014, the Office of Management and Budget will require all pdf uploads of the A-133 reporting package be text searchable, unlocked, and unencrypted. The Federal Audit Clearinghouse recommends you submit all future submissions as electronically created pdf files. **Beginning for audits with fiscal year ending in 2014, the FAC will no longer accept scanned, locked, encrypted, and non-text searchable A-133 reporting packages.**

### What will cause your PDF to be locked or not text searchable?

- Scanning a physical copy of your audit report
- Changing the default security settings in your pdf creator

### Getting Started

A pdf creating software is required to create a pdf file that is text searchable, unlocked, and unencrypted. In order to meet the new pdf requirements, the pdf must be created from the electronic version of your submission (word, excel, etc).

**There are several pdf-creating programs available; the Federal Audit Clearinghouse does not endorse any specific pdf-creating software or company.**

- Adobe Acrobat software will allow you to convert an electronic version of your submission (word, excel, etc) to pdf format (The retail cost of the software is approximately \$300 and can be purchased [www.adobe.com](http://www.adobe.com)).
- Adobe provides an online pdf creating service that will allow you to convert electronic version of your submission (word, excel, etc) to pdf format. A one-month license with unlimited use can be purchased online for \$9.99 at <https://www.acrobat.com/createpdf/en/home.html?promoid=ismsl>.
- An internet search for "pdf creator" will yield several options, including free software, which will allow you to convert an electronic file into a pdf.

### Converting Electronic Documents to PDF

**To convert a file to PDF in a Microsoft application (Windows):**

**Do one of the following:**

- **Microsoft Office 2010:**

1. Click the File tab.
2. Click Save As.
3. In the File Name box, enter a name for the file, if you haven't already.
4. In the Save as type list, click PDF (\*.pdf).
5. Click Options to set the page to be printed, to choose whether markup should be printed, and to select output options. Click OK when finished.
6. Click Save.

- **Microsoft Office 2007:**

➤ **Note: You may need to install the following add-in** (<http://www.microsoft.com/download/en/details.aspx?id=9943>)

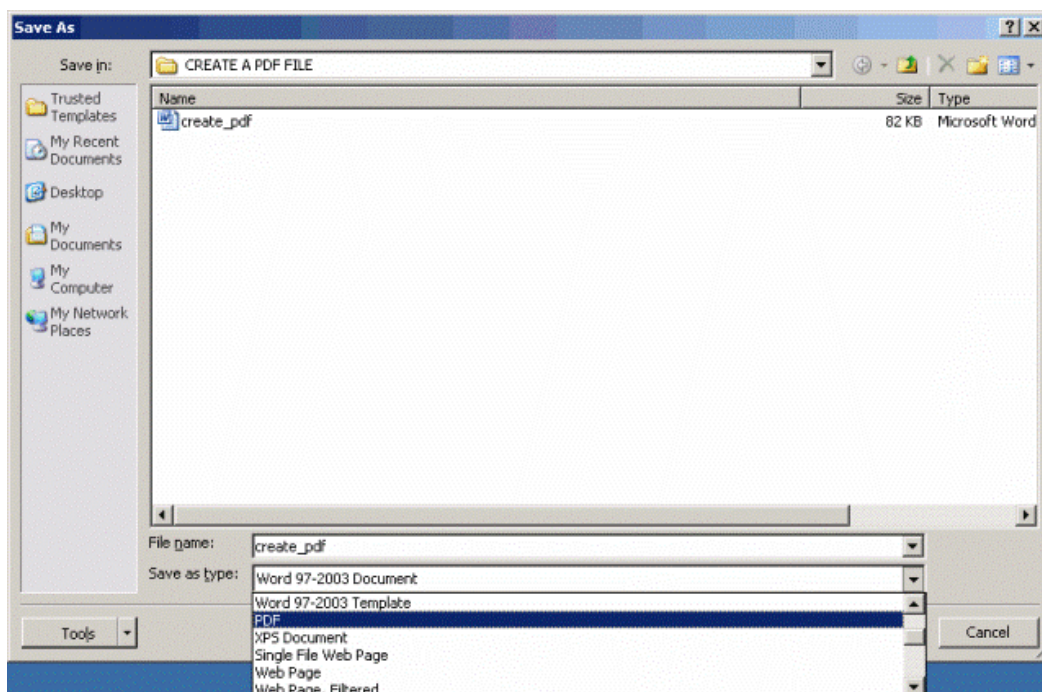
1. Click the Microsoft Office Button, point to the arrow next to Save As, and then click PDF or XPS.
2. In the "File Name" field, type or select a name for the document.
3. In the "Save as type" list, click PDF.
4. If you want to open the file immediately after saving it, select the Open file after publishing check box. This check box is available only if you have a PDF reader installed on your computer.
5. Click Options to set the page range to be printed, to choose whether markup should be printed, and to select the output options. Click OK.
6. Click Publish.

- **Microsoft Office 2000**

1. Click the File tab.
2. Choose Save & Send, select Create PDF/XPS Document, and then click Create PDF/XPS.
3. In the Publish as PDF or XPS dialog, select PDF (\*.PDF) in the Save as type pull-down.
4. Enter a name for the document in the File name text box.
5. To change the publishing options, click Options.
6. Click OK and then click Publish.

## Creating a PDF

- Older Microsoft products (Microsoft Word 97, 95...): choose File > Create Adobe PDF > Print, or click the Create Adobe PDF icon on the Microsoft application tool bar.



**NOTE:** Leave the security level at the default setting.

